

# Merchandise & Gift Expo Retail & Wholesale Shows

## 2009 Exhibitor Application

P.O. Box 490803, Atlanta, GA 30349,

Phone: (770) 739-0057

Fax: (404) 806-0183

Web: [www.merchandiseandgiftexpo.com](http://www.merchandiseandgiftexpo.com)

E-mail: [info@merchandiseandgiftexpo.com](mailto:info@merchandiseandgiftexpo.com)

Gifts, Jewelry, Loose Gem, Souvenir, Specialty Gift, fashion Accessories, Beauty Products, Merchandise, Product Promotion Demo, Promotional Packages, Packaged Gourmet, Hand Bags, etc.

**Note: Number of Pages for this Contract: 4 pages**

**Exhibitor:** Please complete contract and mail with full Booth Payment for your first Show. **Contracts will not be processed without a deposit.** Vendors will not be allowed into the show without a contract. For detailed venue addresses visit [www.merchandiseandgiftexpo.com](http://www.merchandiseandgiftexpo.com).

**Note: Please call to confirm that your faxed application came through.**

**Cancellation Policy:** 90% Refund 90 days before the show date. 60% Refund 60 days before the show date. 45% Refund 45 Days Before the Show Date. No Refund after 45 Days Before the Show Date.

**Payment Info:** Make payment to:  
**MGEexpo / American Gem Expo**  
P.O. Box 490803, Atlanta GA 30349

Or use the Credit Card Form Below. Do not send Credit Card Info by E-mail.

Wholesale & Retail Show			
Show Days	Show Hours		
	Day	From	To
Sat & Sun	Both	10 AM	5 PM
Fri/Sat/Sun	Fri	1 AM	5 PM
	Sat/Sun	10 AM	5 PM
Fri/Sat/Sun	Fri	11 PM	5 PM
	Sat/Sun	10 AM	5 PM

Setup Days: Saturday or Friday for 2 day Shows (depending on Venue), Fri for 2-1/2 Day Shows, and Thursday for 3 Day Shows, Wed for 4 day Shows.

### To Be Completed by Vendor:

Vendor's Company \_\_\_\_\_ Vendor Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_  
 Country Code \_\_\_\_\_ Fax ( ) \_\_\_\_\_ E-mail \_\_\_\_\_ Website \_\_\_\_\_  
 Merchandise to be Sold \_\_\_\_\_  
 Manufacturer ( ) Distributor ( ) Retailer ( ) Individual ( ) Wholesaler ( ) Artist ( ) Non-Profit  
 Additional Request: \_\_\_\_\_

### Booth Discounts:

Show Schedule Periods	Book 85% or More Shows	Book 75% or More Shows	Book 65% or More Shows
January – June Show Period	70% Off Last Show	50% Off Last Show	30% Off Last Show
July – December Show Period	70% Off Last Show	50% Off Last Show	30% Off Last Show

Booth	Booth Comes With	Booth Fee (advance)	Pay at Show	Circle Extra Items You Want			
				Extra Items	Price	Qty	Total
Artist	1 - 8ft Tables	\$295	\$375				
10 x 10	3 - 8ft Tables	\$510	\$590				
15 x 10	4 - 8ft Tables	\$640	\$720				
20 x 10	5 - 8ft Tables	\$800	\$880				
30 x 10	8 - 8ft Tables	\$1,150	\$1,230				
Corner	(For shows with Booth Partitions Only)	Add \$105					
Orders placed on setup date will be charged		15% More					
All Booths Come with 2 Chairs							

Note: Artists are those who demonstrate that they make their products themselves.

Section – 1: Circle Booth Size & Extra Items Above	Booth & Extra Items	Enter Booth & Extra Items Cost Below				
		Artist	10x10	15x10	20x10	30x10
Circle the Booth You Want above & Enter the Booth Cost Here	Booth Cost →					
Circle the Extra Items you want above and Enter the Cost Here	Extra Items Cost					
Enter Total Amount and Deposit Paid Here	<b>Total Cost=&gt;</b>	<b>Deposit Paid =&gt;</b>				

**Section – 2:**  
**Select the Shows you are interested in Below**

**Show Selection Table**

Comments and Notes

Select Show [ ]	<b>March 6, 7, 8, 2009</b> Charlotte, NC	<b>3 Day Show</b> Setup Thursday 12PM-5PM	<b>Comments</b>				<b>Deposit Paid</b>
	Metrolina Trade Show Expo Center (BLDG – B) 7100 Statesville Road, Charlotte, NC 2826						
Select Show [ ]	<b>May 9 &amp; 10 , 2009</b> Cincinnati, OH	<b>2 Day Show</b> Setup: SAT 7AM-10AM FRI 1PM – 5PM, SAT 10-5PM	<b>Comments</b>				<b>Deposit Paid</b>
	Crown Plaza Hotel & Conference Center – Blue Ash 5901 Pfeiffer Road, Cincinnati, OH 45242						
Select Show [ ]	<b>July 31 &amp; Aug 1 &amp; 2, 09</b> Lexington, KY	<b>2 ½ Day Show</b> Setup Friday 9AM-1PM FRI 1PM – 5PM, SAT 10-5PM	<b>Comments</b>				<b>Deposit Paid</b>
	Lexington Convention Center 430 West Vine Street, Lexington, KY 40507						
Select Show [ ]	<b>Aug 28, 29, 30 2009</b> <b>Baltimore, MD</b>	<b>3 Day Show</b> Setup Thursday 12PM-5PM	<b>Comments</b> <b>Annual Gift, Merchandise &amp; Jewelry Show</b>				<b>Deposit Paid</b>
			Marriott Hotel – Hunt Valley, Baltimore, MD <b>Join 150 Other Vendors in Our Annual Gift Show</b>		\$750	\$995	
Select Show [ ]	<b>Oct 2, 3 &amp; 4, 2009</b> Nashville, TN	<b>2-1/2 Day Show</b> Setup Friday 9AM-1PM FRI 1PM – 5PM, SAT 10-5PM	<b>Comments</b> <b>In Conjunction with Other Holiday Shows &amp; AG-Expo Bead &amp; Jewelry Show</b>				<b>Deposit Paid</b>
	Tennessee State Fair Ground 625 Smith Avenue, Nashville, TN 37203						
Select Show [ ]	<b>Oct 30, 31 &amp; Nov 1 ,09</b> Cincinnati, OH	<b>2 ½ Day Show</b> Setup Friday 9AM-1PM FRI 1PM – 5PM, SAT 10-5PM	<b>Comments</b> <b>Held with The AG-Expo Jewelry &amp; Beads Show</b>				<b>Deposit Paid</b>
	Crown Plaza Hotel & Conference Center – Blue Ash 5901 Pfeiffer Road, Cincinnati, OH 45242						
Select Show [ ]	<b>Nov 6, 7, 8 2009</b> Charlotte, NC	<b>3 Day Show</b> Setup Thursday 12PM-5PM	<b>Comments</b> <b>In Conjunction with the Holiday Classic Antique Show &amp; AG-Expo Bead &amp; Jewelry Show</b>				<b>Deposit Paid</b>
	Metrolina Trade Show Expo Center 7100 Statesville Road, Charlotte, NC 28269						
Select Show [ ]	<b>Nov 27, 28 &amp; 29, 2009</b> Lexington, KY	<b>2 ½ Day Show</b> Setup Friday 9AM-1PM FRI 1PM – 5PM, SAT 10-5PM	<b>Comments</b> <b>Same Time as the Lexington Annual Christmas Craft Show</b>				<b>Deposit Paid</b>
	Lexington Convention Center 430 West Vine Street, Lexington, KY 40507						

## Vendor Signature

I/We \_\_\_\_\_ (your name) release all producers, sponsors, the exhibit venue, and all individuals and organizations and companies, American Bead Shows, American Gem Expo, involved in the promotion of this show, from all liability, product, personal, injury associated with this event. I have read and understood the Cancellation Policy above, and also understand that no space is guaranteed until the full amount of the booth fee has been paid. I have read the rules for this event and agree to them.

Vendor Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

## Other Info:

**Rules and Regulations:** Please see the **Merchandise & Gift Expo Rules** and Regulations for additional show rules and regulations.

**Sales Taxes:** Exhibitors will be responsible for paying all Sales Tax collected at the show to the County and all other appropriate Authorities in the location where the Show is held.

**Pipe and Drape:** Some of the Merchandise & Gift Expo Shows come with Back Wall Pipe and Drape Sections.

## Payment / Address / Fax Info:

### Make Payment to:

**MGExpo / American Gem Expo**

P.O. Box 490803, Atlanta, Georgia, 30349.

FAX APPLICATION TO: (404) 806 - 0183

## Credit Card Payment Authorization Form (We do not Currently Process American Express Cards):

I authorize the Merchandise & Gift Expo/American Gem Expo Shows to charge the following amount to the credit card(s) listed below:

**Charge a One Time Charge for the first Show I have Booked ( ) Balance of Show Amount ( )**

**Charge a 50% Revolving Deposit to cover all Shows I have booked ( )**

**CREDIT CARD TYPE:** \_\_\_\_\_ MasterCard \_\_\_\_\_ Visa \_\_\_\_\_ Discover

Credit Card No.: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Card Owner Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Billing Address for Cardholder: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Amount: \_\_\_\_\_ Charge Date: \_\_\_\_\_

Show or Shows Paying For: \_\_\_\_\_

Booth Size: \_\_\_\_\_ Extra Items Ordered: \_\_\_\_\_ Other: \_\_\_\_\_

Comments or Instructions: \_\_\_\_\_

Card Owner Signature Authorization \_\_\_\_\_ Date \_\_\_\_\_

Fax Completed Application to: The Merchandise and Gift Expo: Fax Number: (404) 806-0183

## For American Gem Expo Office Use Only (Do Not Write Below This Section)

Approved By \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

## Rules & regulations

American Gem Expo (AG-Expo) or (AGE) reserves the right to terminate any and all contracts and remove vendors, exhibit, exhibitor, person, promotion, activity, practice, and product that it finds unacceptable. All items sold at the show shall be approved by AG-Expo. Booths shall be kept clean, and all tables neatly covered. Dealers shall be responsible for their taxes and transactions. All exhibit facility safety and security regulations must be followed, and hazards must be reported to show management or facility personnel. Applicant agrees that he or she by signing

this contract, has read and agrees to all AG-Expo rules in this contract. AG-Expo shall be held forever free and Discharged of all responsibility, personal and all liability, loss, injury and damage in connection with this show.

**Set-Up and Break-Down:** Set-up will begin as stated above. Show management reserves the right to prohibit vehicle access to the show floor after 9 p.m. Breakdown of all exhibits will begin at 5 p.m. And all exhibits must be removed no later than 8 p.m. Any booth or materials not removed by 8 p.m. will be stored at exhibitor's expense and risk.

Request for Electrical hook-up should be submitted with application. Electrical request at the show will be charged an additional 20% of the Electrical hookup cost. Failure to vacate building by 8 pm may result in per hourly fee as charged by the venue, or \$40.00 per hour or portion thereof, for security overtime charges.

**Definition and Use of Booth:** Booth sharing is not permitted unless authorized by AG-Expo. No booth or any space within said booth may be assigned or shared without prior authorization by show management. No exhibitor will be allowed on the show floor until booth space is paid in full. Show management reserves the right to reserve and reassign/relocate space for any reason to benefit the show. Show management reserves the right to remove any materials, signage or booth which does not conform to the overall theme of the Expo. No material may exceed the wall height of 8 feet without prior permission of show management. No exhibitor may use aisles for displays, signs, merchandise or promotional materials. All exhibitors located near fire exits will keep path to emergency exit doors free and clear of any and all obstructions.

**Insurance, Liability & Security:** All contractors, exhibitors, and/or their agents are responsible for their own insurance. AG-Expo or any of its employees will not be responsible for injury, loss or damage from fire, storms, water, electricity, theft, labor disputes, acts of other exhibitors, acts of God or any cause whatsoever. The exhibitor releases AG-Expo from all responsibility upon the signing of this contract.

**Damages:** Exhibitor is solely responsible for booth space. Any damage resulting from abuse or neglect of exhibitor booth space or exhibit hall is the responsibility of the exhibitor.

**Utilities:** AG-Expo will provide general exhibit hall heat, lighting and bathroom facilities during the show. Any exhibitor requiring electricity, water or phone service specifically for their booth space must request such services in advance with their contract.

**Exhibitor Responsibility:** Exhibitor is responsible for the appearance and cleanliness of his booth. No exhibitor will be allowed to breakdown or remove merchandise or exhibit materials before the end of the show. Exhibitor is also responsible for collecting and submitting all necessary Retail Sales Tax Collected to the City & State were the Shows are held.

**Cancellation of Event:** AG-Expo will be released from this contract if the event is unable to open due to fire, floods, natural disasters, act of war, act of God, labor strike or any other event beyond the control of AG-Expo. In the event of cancellation, Ag-Expo will provide a complete accounting of all funds and, after satisfying expenses, all remaining monies will be refunded to exhibitors. Additional Regulations: AG-Expo reserves the right to enforce all the above listed regulations as well as any other regulations that ensure the safety of exhibits, exhibitors, exhibit hall and public. AG-Expo reserves the right to change the show dates or location, cancel the show and make refunds to vendors for the changed or canceled shows and be released from this contract without harm. All exhibitors are subject to the rules and regulations of the show venue.

**References:** AGExpo is the operator and promoter of Merchandise & Gift Expo, and reference to AGExpo is a reference to The Merchandise & Gift Expo Show Promoter.